



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

HEALTH SERVICES PROJECT COORDINATOR

Class No. 000923

■ CLASSIFICATION PURPOSE

To formulate and administer policy and procedures within the Health and Human Services Agency (HHSA); to represent the Deputy Director or Assistant Deputy Director in matters of administration, policy, and projects under administrative direction; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

This is an unclassified management class allocated only to the Health and Human Services Agency. The incumbent reports to designated Agency executives and/or the Assistant Deputy Director, Health Services, and has significant responsibility for formulating policy and for administering special projects including, but not limited to, those related to private/public partnerships and community-based service.

■ FUNCTIONS

**The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

1. Formulates policies and procedures that have impact on departmental programs and/or operational activities and potential impact on outside agencies or county departments.
2. Performs special projects of a temporary nature for the Agency related to board-sensitive and state matters.
3. Administers special projects related to private/public partnerships, community-based service, and/or the operational needs of the agency.
4. Monitors the effectiveness of policies and procedures and makes recommendations for improvement as appropriate.
5. Directs the implementation of new policy/procedures and methods.
6. Interacts with other county departments, community, federal and state agencies on program implementation and policy changes.
7. Conducts sensitive studies and projects pertaining to a variety of management and operational problems, and recommends solutions.
8. Serves as an advisor to Agency executives and other managers in solving management and operational problems.
9. Develops and implements departmental programs.
10. Coordinates various activities and programs with other governmental agencies.
11. Prepares executive-level correspondence and reports.
12. Attends and represents the department at various board and governmental meetings.
13. Makes presentations on programs and services provided as required.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Health and Human Services Agency programs and operations.
- Principles and practices of general administration and management.
- Federal, state and local legislative processes and regulatory codes pertaining to agency programs.
- Federal, state, and local funding and financing pertaining to agency programs.
- Research methodologies for the analysis of data.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Formulate and implement Agency policy and procedures that may impact other departments or agencies.
- Identify, anticipate, and analyze operational problems and recommend solutions.
- Act on behalf of the executive management staff in various programs, projects, and activities.

- Prepare executive-level correspondence, reports, briefing materials, and presentations.
- Establish and maintain effective public relations with all levels of staff, management, and others.
- Identify project risk and propose mitigation strategies.

#### ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: five (5) years of experience in formulating and implementing policies and programs in a large governmental organization. The possession of a bachelor's degree in public administration, business administration, or a related field is highly desirable.

#### ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

#### ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

##### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

##### Certification/Registration

None Required.

##### Working Conditions

Office environment; exposure to computer screens.

##### Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

**Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).**

Revised: February 16, 2001

Reviewed: Spring 2003

Revised: February 9, 2004